

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION ☐ UNCLASSIFIED

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name DCF		9. Position No.	10. Budget Program Number		Agency Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Senior Administrative Assistant			
3. Division Operations		12. Proposed Class Title			
4. Section	For Use By Personnel Office	13. Allocation		Position Number	
5. Unit		14. Effective Date			
6. Location (address where employee works) City Wichita County Sedgwick		15. By	Approved		
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. % Regular		16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM	17. Audit Date: By: Date: By:				

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number	N
Keith Dater	Operations Assistant Regional Director	K0214646	

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
same		

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Receives a general outline of the work to be performed and is generally free to develop own sequences and methods within the scope of established policies. New, unusual, or complex work situations are almost always referred to a superior for advice. Work is periodically checked for progress and conformance to established policies and requirements.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
1. 20%	E	Assists with the selection process to fill office support position vacancies, by hiring and training administrative support staff. This position supervises 5 staff. Staff's work is assigned, reviewed, and evaluated. This position completes performance evaluations.
2. 20%	E	Assigns work activities to support staff. Coordinates daily activities for unit which performs numerous duties involving REST Studies, records retention, pickup/ delivery of DCF mail/cases from out stationed sites (Court, community agencies) and back up for Operation duties. This position requires an understanding of DCF's Purging policies. Monitors the status of special projects. Directs the work of staff working on the project that are not direct reports. Coordinates with the supervisor of these staff regarding the workload and their progress.
3. 20%	E	This position is the Pathlore Administrator for the Wichita Region. This consists of adding new staff to the system as well as updating the current employees with changes, such as name changes, Supervisor changes, position changes and staff exiting DCF. This position also adds regional courses to the system, pulls attendee's roster and enters what staff have attended.
4. .20	E	This position is the Record custodian for the Wichita Region. The primary duty is to oversee the organization and retention of physical files for EES and PPS at the four service centers. This is done in accordance with record retention state guidelines. This position coordinates with the DCF Operations Record Center as well as the contractor that is transferring the paper files to electronic imaging. Communication occurs with the regional program staff to insure that files can be located.
5. 10	E	Conducts training for all new staff in the Wichita Region regarding how to sign into systems and the training center. Introduces the staff to email system and what mandatory training must be completed.
6. 10	M	Other duties as assigned.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- (x) Plans, staffs, evaluates, and directs work of employees of a work unit.
- () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
Janice Perricone	Admin. Assistant	K0073578
Kimberly Ball	Admin, Assistant	K0073324
Kari Barton	Admin. Assistant	K0163015

23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- (x) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

The inability of finding the case record can impact a court decision for child welfare or legal cases.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact with public, staff, and vendors to accomplish the functions of the unit.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Working with 30,000+ files does pose some hazards. The files can fall. The employee can also encounter problems when climbing stepstools or ladders to file cases. This position does load and unload files. The duties require stooping, and squatting.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

PC, Telephone, Fax, Copier, Carts, Step ladders

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Education may be substituted for experience as determined relevant by the agency.

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities

Experience - length in years and kind

Three years of experience in general office, clerical and administrative support work.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

Signature of Employee Date

Signature of Personnel Official Date

Approved:

Signature of Supervisor Date

Signature of Agency Head or Date
Appointing Authority

